



The Superior Court of California
County Of San Diego

PROMOTIONAL JOB ANNOUNCEMENT

ADMINISTRATIVE ANALYST TRAINEE

Examination No. 07-026

- SALARY RANGE:** Approximately \$43,076.80 – \$57,720.00 annually
Note: Initial salary determination is based upon candidate's education, background, and experience; and advancement within the range is based on performance.
- FILING DEADLINE:** Applications will be accepted until 5:00 p.m. on **May 4, 2007**
- JOB LOCATION:** There are currently two vacancies available. One vacancy is in the Evaluation and Planning Department which is located downtown. The other vacancy is in the South County Administration located in Chula Vista. The Eligible List resulting from this announcement may be used to fill any future vacancies at Court locations in San Diego, Vista, El Cajon, and South Bay.
- JOB SUMMARY:** Administrative Analyst Trainee is the trainee level in a professional class series responsible for assisting managers and executives with general administrative support in a wide variety of areas such as, but not limited to: financial management, budget preparation, purchasing, contract administration and monitoring, cost benefit analysis, personnel, information technology, general administration and special projects requiring quantitative and analytical skills. Incumbents in this class perform basic administrative assignments, special projects, and/or special assignments having complex and sensitive issues requiring resolution; conduct studies; prepare reports, proposals, manuals, policies and procedures for the Court; assist in the coordination of administrative activity to support management in the delivery of services; prepare recommendations for improved administrative procedures and monitor their implementation; initiate appropriate staffing, equipment and facilities and fiscal arrangements in support of court plans and objectives; represent the Court in designated meetings; participate on committees and/or task forces concerned with matters involving court administration, management, fiscal/budgetary, information technology and personnel; prepare and review grant proposals; interface with governmental agencies regarding requirements for obtaining funds; and perform other related duties.
- REQUIREMENTS:** This is a promotional opportunity for current employees of the San Diego Superior Court. Requires graduation from an accredited college or university with a Bachelor's degree in public, business, or criminal justice administration or a related field. NOTE: Students enrolled in courses to complete their Bachelor's degree by June 2007 and who have the requisite experience are encouraged to apply; however, those candidates will not be eligible for appointment consideration until they present proof of graduation.
- EVALUATION AND SELECTION FACTORS:** Factors to be evaluated include: knowledge of principles of public administration and management; methods of problem and system analysis; management information and EDP systems; office methods and procedures; basic mathematics and statistical analysis; data collection, analysis and display; and report preparation and writing. Other factors which may be evaluated include skills and abilities to: follow written and verbal instructions; communicate effectively, both orally and in writing; exercise good judgment, tact and courtesy; maintain confidentiality; review documents and records for correctness of form and sufficiency of information; and operate and use personal computers.
- SELECTION PROCESS:** Applicants meeting the requirements will take a multiple-choice examination that will evaluate Report Writing; Budget Analysis; Research & Design/Statistics; Fiscal Analysis/Computational Skills; and Management/Administration. The date for this exam is scheduled for **June 2, 2007**.
- HOW TO APPLY:** Applicants must complete and submit a San Diego Superior Court employment application and supplemental application. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, P.O. Box 122724, San Diego, CA 92112-2724; or through County mail to Mail Stop C-44.

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated in this announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: The Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

Personnel Office: The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in downtown San Diego.

Hours of Operation: The Personnel Office is open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

Phone Numbers: The business office phone number is (619) 531-4053. The 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

Website: Job opportunities are listed on the Superior Court website at www.sdcourt.ca.gov then click on the employment tab on the right side. The application form is available at this site in Adobe PDF format.

Employment Applications: Applications must be legible, complete, and signed, to include any required certificates, transcripts, forms, and/or Supplemental Application(s).

Application Filing Deadlines: The Personnel Office must receive all application material *by 5:00 p.m. on the filing deadline date* stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Examination Numbers: Applicants are limited to one application and may not reapply under the same examination number.

Series Statement: Acceptance of applications is ongoing as employment needs require and names are placed on the examination list in order of final grades regardless of candidate's test date. Applicants may only take the examination once under each examination number.

Change of Address: Applicants are responsible for submitting change of address or phone number information.

Eligible Lists: After successfully completing the entire examination process, candidates have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court departments for hire.

Documentation: Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment

history may result in either disqualification or dismissal.

Starting Salary: New employees may start above the beginning step of the salary range depending on their education and experience.

Vacation: New employees accrue vacation at a rate of fifteen (15) days per year.

Holidays: The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

Health Insurance: Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

Life Insurance: A group rate life insurance program is available.

Additional Benefits: Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

Employee Status: Persons in this classification serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules.

SAN DIEGO SUPERIOR COURT
ATTN.: Personnel Division
POST OFFICE BOX 122724
SAN DIEGO, CA 92112-2724
